

# Using Your Apple Wireless Keyboard



Your keyboard comes with two AA alkaline batteries installed and uses Bluetooth® technology to connect to your Mac.

This guide shows you how to set up your keyboard, customize and use the keys, and change the batteries. To learn about:

- Updating software, see page 4.
- Setting up your keyboard with a new Mac, see page 5.
- Replacing the batteries, see page 6.
- Pairing your keyboard with a different Mac, see page 6.
- Replacing the batteries, see page 6.

## Apple Wireless Keyboard

### About the Indicator Light

The LED on your Apple Wireless Keyboard functions as a battery indicator and a status light. When you first turn on your keyboard, the light glows steadily for 5 seconds, indicating the batteries are good. After 5 seconds, if your keyboard isn't paired with your Mac, the light begins to blink, indicating your keyboard is in discovery mode and ready to pair with your Mac (pairing means your keyboard and Mac are connected wirelessly and ready to communicate with each other).

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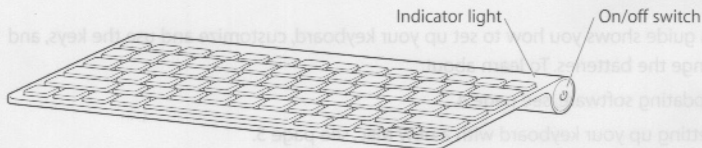
- Updating software, see page 4.
- Setting up your keyboard with a new Mac, see page 5.
- Replacing your USB keyboard with an Apple Wireless Keyboard, see page 5.
- Pairing your keyboard with a different Mac, see page 6.
- Replacing the batteries, see page 8.

## About the Indicator Light

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If you don't pair your keyboard with your Mac within 3 minutes, the indicator light and keyboard turn off to preserve battery life. Push and release the On/off switch (⏻) to turn your keyboard on again, allowing you to pair it with your Mac (see page 5).

Once you successfully pair your keyboard with your Mac, the indicator light glows steadily for 3 seconds, and then turns off. If you push the On/off switch (⏻) and the light doesn't illuminate, you may need new or charged batteries.



## Updating Your Software

To use your keyboard and its full range of features, update your Mac to Mac OS X v10.7 or later.

To update to the latest version of Mac OS X, choose Apple () > Software Update from the menu bar, and follow the onscreen instructions. When installation is complete and you've restarted your Mac, use Software Update again to make sure all of the available updates are installed.

## Setting up a New Wireless Keyboard and a New Mac

Follow the instructions in the user guide that came with your Mac to set it up. Because you have a wireless keyboard, skip the instructions to connect a USB keyboard.

### To pair your wireless keyboard with a new Mac:

- 1 Press and release the On/off switch (⏻) to turn on your keyboard.
- 2 Turn on your Mac and follow the onscreen instructions in Setup Assistant.

## Replacing a USB Keyboard with an Apple Wireless Keyboard

Use your existing USB keyboard and Bluetooth Setup Assistant to pair your Apple Wireless Keyboard with your Mac.

You can also use these instructions to set up your wireless keyboard with a portable Mac.

### To set up your wireless keyboard:

- 1 Press and release the On/off switch (⏻) to turn on your wireless keyboard.
- 2 Choose Apple (🍏) > System Preferences, and then click Keyboard.
- 3 Click "Set Up Bluetooth Keyboard..." in the lower-right corner to open Bluetooth Setup Assistant.
- 4 Select your wireless keyboard, and then follow the onscreen instructions to pair it with your Mac.
- 5 Disconnect the USB keyboard from the USB port.

## Pairing your Keyboard with a Different Mac

After you set up your Apple Wireless Keyboard with a Mac, you can set it up again with a different Mac. If the other Mac is more than 33 feet (10 meters) away, follow the instructions on page 5 to pair it.

If the other Mac is within 33 feet (10 meters), you must remove the existing pairing before pairing with a different Mac.

### To remove a pairing:

- 1 On the Mac the keyboard is currently paired with, choose Apple () > System Preferences, and then click Bluetooth.
- 2 Select the wireless keyboard on the left side of the Bluetooth preference pane.
- 3 Click the Delete button (–) in the lower-left corner.

To pair your keyboard with the other Mac, see page 5.

## Using Your Keyboard

Customize your keyboard using Keyboard preferences. You can change the modifier keys, assign keyboard shortcuts to menu commands in a Mac OS X application or in the Finder, and more.

### To customize your keyboard:

- 1 Choose Apple () > System Preferences.
- 2 Click Keyboard.
- 3 Click Keyboard or Keyboard Shortcuts.

## Using the Keys

Use the keys at the top of your keyboard to adjust the brightness of your display, open Mission Control, access applications with Launchpad, control the volume, and more.



Decrease (☼) or increase (☼) the brightness of your display.



Open Mission Control for a comprehensive view of what's running on your Mac, including Dashboard, all your spaces, and all open windows.



Open Launchpad to instantly see all of the applications on your Mac. Click an application to open it.



Rewind or go to the previous song, movie, or slideshow.



Play or pause songs, movies, or slideshows.



Fast-forward or go to the next song, movie, or slideshow.



Mute the sound coming from the speakers or headphone port on your Mac.



Decrease (🔊) or increase (🔊) the volume of sound coming from the speakers or headphone port on your Mac.



Press and hold the Media Eject key to eject a disc.

## Renaming Your Keyboard

Your Mac automatically gives your wireless keyboard a unique name the first time you pair it. You can rename your keyboard in Bluetooth preferences.

To rename your keyboard:

- 1 Choose Apple () > System Preferences and click Bluetooth.
- 2 Click the Action pop-up menu (⚙️) in the lower-left corner, and choose Rename.
- 3 Enter a name for your keyboard and click OK.

## Replacing the Batteries

Your Apple Wireless Keyboard comes with two alkaline AA batteries installed. You can replace them with alkaline, lithium, or rechargeable AA batteries.

**Important:** Keep the battery compartment cover and batteries out of the reach of small children.

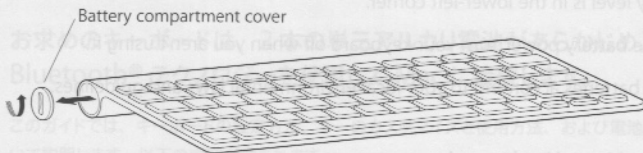
## Using Your Keyboard

To customize your keyboard:

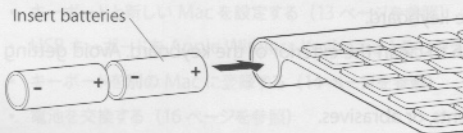
- 1 Choose Apple () > System Preferences.
- 2 Click Keyboard.
- 3 Click Keyboard or Keyboard Shortcuts.

**To replace the batteries:**

- 1 Hold down the On/off switch (⏻) to turn off your keyboard.
- 2 Use a coin to remove the battery compartment cover.



- 3 Slide two AA batteries into the battery compartment as shown here.



- 4 Replace the battery compartment cover.

**WARNING:** When you replace the batteries, replace them all at the same time.

Don't mix old batteries with new batteries or mix battery types (for example, don't mix alkaline and lithium batteries). Don't open or puncture the batteries, install them backwards, or expose them to fire, high temperatures, or water. Keep batteries out of the reach of children.



To check the battery status, push the On/off switch (⏻). If the indicator light doesn't illuminate, you may need new or charged batteries. You can check the battery level in Keyboard Preferences. Choose Apple () > System Preferences and click Keyboard. The battery level is in the lower-left corner.

To conserve battery power, turn your keyboard off when you aren't using it.

Dispose of batteries according to your local environmental laws and guidelines.

## Cleaning Your Keyboard

Follow these guidelines when cleaning the outside of your keyboard:

- Remove the batteries from the keyboard.
- Use a damp, soft, lint-free cloth to clean the exterior of the keyboard. Avoid getting moisture in any openings.
- Don't use aerosol sprays, solvents, or abrasives.

## Ergonomics

For information about ergonomics, health, and safety, visit the Apple Ergonomics website at [www.apple.com/about/ergonomics](http://www.apple.com/about/ergonomics).

## Support

For support and troubleshooting information, user discussion boards, and the latest Apple software downloads, go to [www.apple.com/support](http://www.apple.com/support).

